

# The White Cube Gallery

METROPOLITAN MUSEUM OF MANILA

Bangko Sentral ng Pilipinas Complex, Roxas Boulevard, Manila, Philippines

Tel. No.: (632) 521 1517 • Telefax: (632) 523 0613 • Email: info@metmuseum.ph • Website: www.metmuseum.ph

## APPLICATION FOR EXHIBITION

Name \_\_\_\_\_

Gallery \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Mobile \_\_\_\_\_ Email \_\_\_\_\_

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

### Requirements:

1. Maximum 2 pages proposed exhibition concept and artist's statement. Include information on how the space will be used.
2. Printed and soft copy of 15 artworks proposed to be exhibited, properly labelled with the Artist's Name, Title, Date of Work, Medium, and Size. The photographs should be submitted in 5R size. The digital images should be in jpeg format, 300 dpi. A listing of the images (complete labels) should accompany the submission.
3. Artist's CV
4. Accomplished application form

Please submit all requirements to:  
The Deputy Director for Administration  
Metropolitan Museum of Manila  
Bangko Sentral ng Pilipinas Complex  
Roxas Boulevard, Manila 1004

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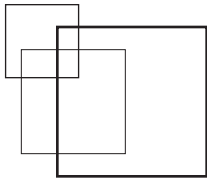
### For Met Museum Use Only

Control # \_\_\_\_\_

Filed by \_\_\_\_\_

Date \_\_\_\_\_





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## Area Description

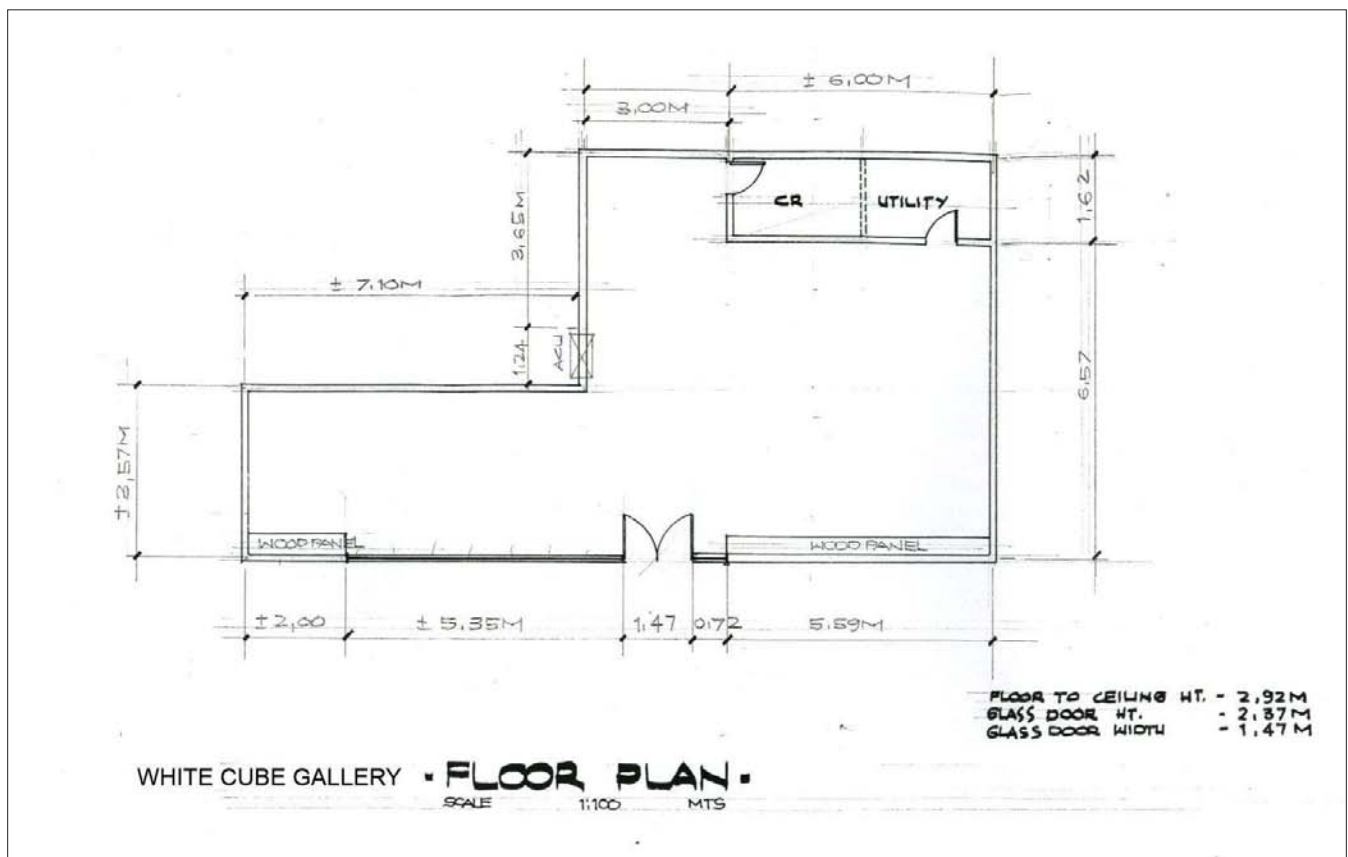
The WHITE CUBE Gallery consists of approximately 3,554 cm of hanging space and an area of 85 square meters. All wall panels available for hanging are made of 1" thick wood. The ceiling is made of gypsum board. The floor to ceiling clearance is 292 cm.

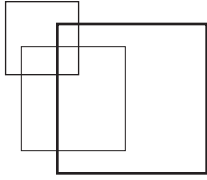
Access to the WHITE CUBE Gallery is through two swing glass doors with maximum clearance of 147cm (w) x and 237cm (h).

## Facilities

The WHITE CUBE Gallery has one 5hp floor mounted airconditioner and 15 ceiling-mounted halogen lights (12 watts). Two electric outlets are located inside the utility room.

## Floor Plan





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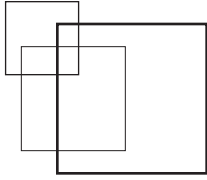
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## Exhibition Guidelines:

1. The WHITE CUBE may be used as a commercial exhibition space for artworks such as paintings, drawings, prints, sculptures, as well as other products of creative industries such as basketry, pottery, textiles, and jewelry.
2. All materials of the artworks to be exhibited at the WHITE CUBE should conform to the conservation policies of the Museum. Artworks with materials prone to biological infestation (e.g. freshly cut wood, leaves, rice) are strongly discouraged. The Museum reserves the right to reject for exhibition the artworks with materials of this nature.
3. A final object list with full details (Artist's Name, Date of Work, Medium, Size) should be submitted for review and clearance by the Museum one month before the scheduled exhibition opening.
4. All manpower for the exhibit set-up, installation, regular-run operations, and dismantling are to be provided by the exhibitor. A list of the names should be submitted to the Museum for issuance of temporary IDs.
5. Artworks can only be hung on wooden wall panels. Drilling and use of the ceiling and glass walls as exhibit support wall are strictly not allowed. Any work done on the glass panels (painting, stickers, etc.) should be temporary and reversible.
6. Pedestals, hanging materials, and other display facilities are to be provided by the exhibitor.
7. A maximum of 15 halogen light bulbs will be provided the Museum. Additional requirements are to be shouldered by the exhibitor, including light tracks and wirings.
8. The basic white walls of the WHITE CUBE may be changed by the exhibitor at his own expense. This should, however, be repainted into white immediately after the exhibit. Only flat latex paint is to be used in the area.
9. Special request for construction work within the WHITE CUBE should be supported by a diagram study. This request should be addressed to the Administrative Office for evaluation and clearance.
10. Delivery and pull-out of exhibits are allowed only from 9am —10am at Gate 7.





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11. Area preparation and installation may only begin 5 working days before the exhibit opening. The work may only be done during Museum hours (9am – 6pm.) Proper screen should be provided to shield the preparation work from the Museum visitors' view. Requests for extension of work beyond Museum hours will be charged P1,000.00 per hour or fraction thereof.
12. The Museum will not provide storage facilities for the crates and other excess exhibition materials. All artworks and materials should be pulled out from the premises no later than five (5) days after the closing of the exhibit. Beyond this, the Museum will charge a P5,000.00 storage fee per day or fraction thereof.
13. Exhibit opening during the day is limited to a maximum of three (3) hours and should not be beyond 6pm. Every succeeding hour will be charged P2,500.00. Exhibit opening at night will be charged P5,000.00 per hour, starting at 5pm.
14. All written materials, including press releases, invitations, wall texts, and other marketing collaterals should indicate the venue of the exhibit as “The White Cube Gallery, Metropolitan Museum of Manila.” All written materials should be submitted for review and clearance by the Museum. Reviewed materials will be returned within three (3) days after it has been received.
15. The materials to be used for the title board, wall text, and labels should comply with acceptable Museum materials.
16. The title board of the exhibit should be in a 2ft x 4ft vertical or horizontal format and should be located within the WHITE CUBE Gallery.
17. Only one outdoor signage is allowed, which may be placed at the Museum's Main Entrance. The format should be a vertical standee with maximum size of 3ft x 6 ft. The text to appear in the signage is limited to the following:

Title of exhibit  
Artist/s Exhibiting  
Venue, stated as “The White Cube Gallery, Metropolitan Museum of Manila”  
Exhibit Duration

18. A Memorandum of Agreement will be drawn between the Museum and the Exhibitor to formalize agreements, including the conditions stated in this Exhibition Guidelines. 